GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES –SE- Intermediate Education – General Transfers, 2021 – Transfer guidelines for the employees working in the Department of Intermediate Education – Orders – Issued.

SCHOOL EDUCATION (IE.A1) DEPARTMENT

G.O.Rt.No.237

Dated 29/09/2021
Read the following:-

1. G.O.Rt.No.59, Finance (HR.I-PLG.&POLICY) Department, dated 04-07-2019.
2. From the General Secretary, Govt., Junior Lecturers Association, A.P., representation dated: nil.
3. Govt. Memo. No.3049775/IE/A1/2019, dated.21.11.2019.
4. From the C.I.E., A.P., Lr.Rc.No.Ser.II.-1/1052135/2019, dated: 21-01-2020, 05-08-2020, and 05-07-2021.

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ORDER:-

In the reference 4th read above, the Special Commissioner of Intermediate Education, A.P., Guntur, has suggested certain draft guidelines on General Transfers, 2021.

2. Government have examined the matter and decided to issue the guidelines on General Transfers, 2021, which are appended to this order as Annexure.

3. Accordingly, Government here by accord permission to the Special Commissioner of Intermediate Education, A.P., Guntur, to effect the transfers of employees of Intermediate Education Department and to complete the same at the earliest, through counseling.

4. The Special Commissioner of Intermediate Education, A.P., Guntur, shall take further necessary action, accordingly in the matter.

5. This order issues with the concurrence of the Finance (HR-1) Department, vide their U.O.No. 1122882/HR.I/ FIN01-HR0PDPP(TRPO)/79 /2020, dated:27.09.2021.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

B RAJSEKHAR
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Special Commissioner, Intermediate Education, A.P., Guntur.
The Accountant General, A.P., Vijayawada.
The Director of Treasuries and Accounts, A.P., Vijayawada.
Copy to:-
The PS to Secretary to Hon'ble C.M.
The Addl. P.S to Hon'ble M (Education).
The P.S. to Prl. Secy. to Govt. (School Education).
SF / SCs.

// FORWARDED :: BY ORDER //

SECTION OFFICER

Annexure appended to the G.O.Rt.No.237, School Education (IE-A1) Department, dated 29-09-2021.

INTERMEDIATE EDUCATION
TRANSFER GUIDELINES 2021

These Transfer Guidelines are applicable to all the Employees working in the Department of Intermediate Education, A.P.

[1] Transfer by Counseling :

a. All transfers shall be made by way of counseling through Transfer Committees constituted by the competent authority i.e., Commissioner of Intermediate Education, Guntur.
b. The employees who worked in any cadre in any station and proceeded on long leave (more than 90 days) shall only be posted to the same station except for the cases when they are liable to be transferred otherwise.

[2] Eligibility to apply for transfer :

a. The employees who completed 05 (FIVE) years of service at a station irrespective of cadre as on 31.08.2021 are invariably liable for transfer.
b. The Employees who have completed 02 (two) years of service at a station, irrespective of cadre as on 31.08.2021 are eligible to apply for transfer on request basis.

[3] Schedule of Transfers :

Commissioner of Intermediate Education shall draw schedule for effecting transfers between 01.10.2021 to 31.10.2021.

[4] Competent authority for issue of posting orders :-

The appointing authorities concerned i.e., RJDIE's in respect of Junior Lecturers, Physical Directors, Librarians and Non-Teaching Staff and the Commissioner in respect of Principals & Dy. D.V.E.O./A.O. and Superintendent working shall issue transfer orders respectively based on the recommendations of the Committees constituted for the purpose and based on the outcome of the counseling.

[5] Criteria for transfers:

i. Transfers shall be effected "on request" basis and on administrative grounds.

ii. Employees who have completed 05(five)-years of service at a station irrespective of the cadre in which they worked shall be transferred invariably.

iii. Service in all cadres at a station shall be counted while calculating the period of stay, for which Station means place (City, Town, Village) of actual working for the purpose of transfers and not office or institution.

iv. All vacancies in Notified Agency areas shall be filled up first, prior to filling the posts in the non - ITDA areas.

v. The employees (Local Cadres, Zonal Cadres) working in ITDA areas for more than two years may be transferred to the place of their choice subject to fulfillment of conditions stipulated in this GO, with due preference to the inter-se seniority among the employees working in these areas.

vi. For the purpose of posting in ITDA Areas the following shall be the eligibility criteria:

1. The employees shall be below 50 years of age.

2. The employees who have not worked earlier in the ITDA areas so far based on the length of service in plain area downwards.

(vii) (a) Besides ITDA areas, areas which are interior and backward with large number of vacancies shall be given preference while filling up of vacancies on transfers. No person shall be transferred before completion of 02 (two) years of service in a particular station as on 31.08.2021. No person shall be retained beyond 5 (five) years of stay as on 31.08.2021. Service in all cadres at a station shall be counted while calculating the period of Stay.

(b) The employees retiring on or before 31.08.2023 shall not be transferred unless they make a specific request for transfer.

(c) Women employees shall be posted to Women's Institution to the extent possible. Male employees who are over and above 45 years of age only may be considered for posting to women institution if no women candidate is available. However, the Junior Lecturers in Urdu Medium / Urdu Colleges may be considered where there is clear vacancy. The Junior Lecturer in Urdu Medium may be retained in a same place when nobody opted to that place. Minor subjects like Logic may be retained if no candidate applied for request transfer.

(d) NCC trained Junior Lecturers shall be considered for posting to the colleges where NCC units exist as far as possible.

(e) In Government Junior Colleges where only one regular Junior Lecturer is working and if he is discharging the duties of FAC to the post of Principal and if all other teaching faculty are contract / redeployed staff such Junior Lecturers may be transferred if they are otherwise eligible. However, they will not be relieved from their present posting till a regular Junior Lecturer or a Principal / Principal (FAC) is posted to that College. Relief can be considered only after the new incumbent joins the station.

(f) (1) The employees eligible for transfers shall not be posted in the Government Junior Colleges, which are located in the same Gram Panchayat / Municipality / Municipal Corporation, in which they are working during transfers by counselling. It is to ensure that candidates do not remain long in a particular station. Station means place (*City / Town / Village where he/she is working*) of actual working for the purpose of transfers and not office or institution.

(2) Principals can however, be posted within the native Districts.

a. If any employee who is liable for transfer, fails to apply and attend the counseling, such person will be allocated the leftover vacancy in the counseling and no further correspondence will be entertained in this respect.

b. All transfers will be affected based on the entitlement points scored by individual applicants and based on the criteria mentioned in the guidelines and instructions issued by the Commissioner of Intermediate Education from time to time. The highest scorer in the respective subject and respective zone will be given the first choice for transfer and so on.

c. Once transfer orders are issued by the Competent Authority as per counseling it shall be treated as final. No case will be reviewed at any circumstances except in cases where there is serious complaint of non-adherence to guidelines issued by the authorities.

(3) (i) All employees shall join at the new place of posting after the orders are issued. Avoiding of posting orders and applying leave on personal

or medical grounds in order to avoid joining will be treated as violation of Conduct rules and in such circumstances disciplinary action shall be initiated against such employees.

(ii). The requests of the employees having any charges or /ACB/Vigilance cases pending against him/her shall not be considered for transfer and the same shall be indicated clearly against the name of that employee if there is any request made for transfer by such employee.

[6] Grading of Places :

The transfers shall be affected from Focal to Non-Focal, Non- Focal to Non- Focal or from Non-Focal to Focal posts only. Transfer from one focal post to another focal post shall not be entertained. In respect of Urdu medium Colleges & minor subject like Logic the same may be relaxed in case no eligible candidates are available.

[7] Procedure for notifcation of vacancies :

a. The places where P.T.J.L.s / Redeployed Staf working for more **than 5 (five) years** will be taken as vacancies.

b. (1) The office bearers of the recognized Employees Union at State Level and District Level shall not be transferred if the stay in the station is below **Six (6) years** as on 31.08.2021. The instructions on the transfers of office bearers of recognized employees associations as issued in Circular Memo.No.GAD01- SW-SERA/27/2019-SW, Dt:23-01-2020 will apply.

(2) The above benefit is applicable only to the Recognized Associations. If the stay is for more than Six(6) years at a station, that post shall be deemed vacant and shall be shown in the vacancies list published.

c. It has been noticed that there are a number of Government Junior Colleges, particularly in the Agency and Remote areas where there is a shortage of teaching staff. In some areas, except the Principal there is no other regular Junior Lecturer available. The academic and administrative work in those colleges is seriously affected. It is, therefore, necessary to maintain a minimum number of regular staff of Principal/J.L./P.D./Librarian in such stations.

[8] **Entitlement Points :**

The points shown as below shall be allowed to the candidates eligible/liable for transfer.

(a) Present station :

i. For every completed year of service in places with 20% HRA **02 points**
ii. For every completed year of service in places with 14.5% HRA **04 Points**
iii. For every completed year of service in places with 12% HRA [other than Tribal area] **06 points**
iv. For every completed year of service in notified Tribal areas **08 points**
v. For completion of 6 months and below 1 year **half of the prescribed points are given**

Note:- The period of leave/absent for more than 90 days shall not be counted while giving the points

(b) Other Categories:

i. Unmarried female employee / widow **: 10 points**
ii. Spouse employment in State or Central Government/ **: 10** Points Aided/ Public Sector establishment only [The applicant seeking transfer under this category shall produce certificate to that extent. Once this facility is utilized, the next request can be made only after eight years].

i. Physically handicapped [> 40% disability] **: 10 points**
ii. The following life threatening diseases for Self, Spouse and dependent Children only:-Cancer, Open Heart Surgery only, Neuro- Surgery, Bone TB, Kidney Transplantation/ Dialysis.

[The applicant seeking transfer under this category shall produce the discharge summary and all detailed Medical certificates from referral Hospital] **: 25 Points**

i. For the following diseases:- **: 05** Points
1. Physical & Mental retarded children [recent medical certificate along with photographs shall be enclosed]
2. Other heart ailments [i.e., Angioplasty, Bypass Surgery]
3. Persons who suffered with serious accidents within the last one year and are partially disabled/ incapacitated.

9] Blind Employees :

a. Not to insist on the transfer of visually/physically challenged employees and teachers from their present place if they find it more assessable and easy to commute on daily basis.

b. Consider the visually/physically challenged Employees/Teachers in category (a) while providing a choice for transfers, giving them an ample opportunity to choose a place of their preference depending on their convenience for travel and other basic facilities necessary for their dignified movement and the mundane survival.

[10] **Applications :**

a. Applications of all the eligible employees liable for transfer and request transfers shall send on the Proforma calculating the entitlement points to the R.J.D.I.E. duly certified by the Principal concerned for the approval of the same by the R.J.D.I.E.

b. If any employee fails to submit the same, the entitlement points may be prepared at R.J.D.I.E. level based on the available information and any discrepancy due to lack of information shall not be entertained.

c. Employees liable for transfer and who fail to attend counseling shall be allotted to the left over vacancies available by the respective transferring authority.

[11] **Display of employee details and vacancy list:**

a. The list of employees who are liable for transfer and request applications by candidate eligible for transfer with entitlement points shall be displayed at the offices of the R.J.D.I.E. and D.V.E.O.

b. The Junior College-wise vacancy list [for counseling purpose] will be displayed with the approval of the competent authority and no vacancy shall be hide except for orders from Govt. if any.

c. No allotment for future arising vacancy will be considered during counseling.

d. The employee is responsible for the correctness of the information furnished in the request transfer application. Hiding of the facts and furnishing of erroneous information shall attract disciplinary action as per conduct rules.

[12] **Schedule of transfers and counseling:**

a. The detailed time table for counseling shall be given and wide publicity has to be given by the concerned RJDIEs duly displaying at the offices of RJDIEs/DVEOs and RIOs as stipulated in the G.O. issued by the Government lifting ban on transfers.

b. Necessary registers and records shall be maintained for counselling duly signed and will be produced for scrutiny whenever required at Regional Joint Director level.

[13] **Counseling procedures :**

The lists of employees liable for transfers are to be prepared in descending order as per entitlement points accrued to them. Such lists shall be displayed on the notice board at the Counseling camp. The applicants will be called in the descending order of entitlement points and may choose any of the vacant posts available at that point of time. The option has to be exercised in writing and in case two or more applicants secure same number of entitlement points, preference shall be given to the employee who has put in longer service in the particular station.

[14] **Relief and Joining :**

The transferred employee is deemed to be relieved at the end of seventh day from the date of receipt of the orders. The Principals will relieve the candidates immediately irrespective of the request from the candidate for relief. They have to join at their new places within the joining time, subject to such conditions as may be prescribed by the Government. This shall not applicable to the cases described in 5(e) above.

[15] **Powers of Head of the Department:**

a. The Government may either suo-moto or on an application received from any person aggrieved by the orders of the "Transfers Committee" may call for and examine the records in respect of any proceedings of transfers to satisfy himself about the regularity, legality or propriety of the same If, in any case, it appears to him that any such proceedings need to be modified, annulled or reversed or remitted for re-consideration, orders deemed ft may be passed accordingly so as to rectify any violation of rules or discrepancies. Such order shall be binding.

b. The Commissioner may stay the implementation of any such proceedings duly exercising of his/her powers under Sub-Rule (a) above in case of need either Suo-moto or on a complaint.

[16] **Punishment for furnishing false information and violating Rules :**

Any body who has submitted false information or certificates and the officers who have countersigned such false information shall be liable for disciplinary action in addition to prosecution as per rules. Any order issued against these guidelines or in violation of guidelines issued by the Commissioner of Intermediate Education from time to time in this matter shall be rejected and persons responsible for such orders are liable for disciplinary action as per rules.

B RAJSEKHAR I A S,
PRINCIPAL SECRETARY TO GOVERNMENT

// FORWARDED :: BY ORDER //

SECTION OFFICER